

POSITION DESCRIPTION
EREA Flexible Schools Ltd
Cook
(Hemmant Flexible School)

POSITION DETAILS	
Position title:	Cook
Reports to (position title):	Head of Campus
Organisation:	EREA Flexible Schools Ltd
FTE:	Fixed term, full-time – Term Time
Location:	Hemmant Flexible School
Approved:	January 2024

Where would I be working?

Hemmant Flexible School is a Catholic School in the tradition of Edmund Rice. You can check out our school and the Edmund Rice story at our school website

Flexi schools serve young people (students) who experience complex educational, social or psychological situations and require additional support. The school encourages young people to engage in education in a supportive learning environment.

To do this, we work differently compared to other schools. This means we negotiate with young people about their learning and wellbeing through the Four Principles of Respect, Safe and Legal, Honesty and Participation. Providing healthy and filling meals to our young people is a very important part of helping them learn and thrive at our school.

What is the job?

- Cook a healthy main lunch meal for approximately 70 people per day
- Provide a basic breakfast and morning tea
- Provide lunches for excursions and help staff plan for catering on camps
- Cater a few afternoon/evening events during the year
- Create a meal program and environment that is safe and welcoming for young people

- Maintain a safe and healthy kitchen

Who will I be working with?

- The Head of Campus is your line manager
- Teachers, Youth Workers, and School Officers
- Creative, vibrant, and fun young people
- A network of flexible schools across Australia

Why might you want to work with Hemmant Flexible School?

- Our staff team is fun, safe and professional
- Our work is meaningful and important
- The hours of duty are 8:00am to 3.30pm Monday to Friday!
- Our young people love food and it helps them learn and thrive
- We pay well and support our staff wellbeing
- During school holidays, there aren't as many young people and staff on site. This means there is time for deep cleaning, stocktaking and meal planning
- We offer extra paid days off over the Christmas Holiday period each year.

What skills will I need to do this role well?

- Great communication and organisation skills
- Healthy food preparation, cooking, and food service experience
- Serving up to 70 people per day
- Following a food safety program
- General kitchen cleaning and organising
- Online ordering and shopping in store will be required
- Food budgeting knowledge
- Understanding of food allergies and cultural requirements within our service
- Responsible for all menus on a seasonal rotation basis

The main role of Cook is to prepare and serve healthy meals to the young people who attend Hemmant Flexible School. This is explained more in the section below.

4.0 Key Responsibilities and Accountabilities

The Cook's duties include but are not limited to:

Kitchen:

- Provide breakfast/ morning tea/lunch to the school community in accordance with the Queensland Department of Education and Training SMART CHOICES guidelines
- Carry out tasks to ensure the smooth and efficient running of the Canteen

- Preparation and provision of food, while maintaining the kitchen premises in accordance with Workplace Health and Safety standards
- Order ingredients and stock for weekly meal plan
- Utilise food donations (eg: Oz Harvest)
- Provide meals for special events
- Support outing and camp meal preparation
- Keep the kitchen safe and secure (particularly knives)
- Ensure protective clothing/footwear is worn in the kitchen by staff and young people
- Setting up and cleaning up the kitchen and eating areas

Budgeting:

- Financial coordination of the kitchen budget including the purchase and provision of groceries, supplies and equipment as required
- Ensure the purchasing/ordering of ingredients and stock is in line with allocated budget

Administrative Tasks:

- Daily use of technology for but not limited to, preparing meal plans, checking emails
- Maintain appropriate records and prepare reports where required
- Keep accurate records and receipts of purchases to assist in the schools financial reporting
- Participate in work related conversations with Head of Campus
- Participate in relevant Professional Development applicable to the role to enhance knowledge, skills and efficiencies

Sometimes our Cooks work with young people, this can include:

- Working with the class Teacher and Youth Worker to teach young people how to prepare and cook healthy food recipes
- Share food preparation work with some of the young people to provide an opportunity for them to learn healthy food habits
- Assist young people with food preparation in collaboration with other staff members at the school

Other:

- Other duties as directed by the Head of Campus

5.0 Key Attributes and Experience

- Understanding of and commitment to the values of a Catholic educational system of schools in the Edmund Rice tradition.
- Previous experience and/or certificate level qualifications in the hospitality industry (Chef or Cook desirable).
- Current First Aid Certificate or ability to obtain within first 3 months of employment.
- Currently hold or ability to obtain a Food Handler Certificate and Food Safety Supervisor Certificate (within first 3 months of employment)
- Demonstrated knowledge and experience in the preparation of meals in line with healthy eating guidelines (SMART CHOICES).
- Knowledge of the use and care of equipment utilised in the preparation of school meals.
- Ability to share knowledge in the application of safe food practices in the preparation, storage and provision of meals with staff and young people.



EREA EXPECTATIONS

A commitment to the Catholic ethos in the Edmund Rice tradition.

Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Card is an essential condition of employment.

CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children, young people and enrolled adults (students). EREA has zero-tolerance of any abuse.

It is our commitment to ensure that each and every student is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all students. Our physical and cultural environment promotes inclusion, participation and empowerment.

You are required, as a condition of employment, to comply with our Safeguarding Program, including our Safeguarding policies and procedures, the Code of Conduct/s, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child or student abuse and other harm, to be observant, and to report any and all child safety incidents or concerns.

AGREEMENT

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of employment. Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

